

UNITED STATES DEPARTMENT OF AGRICULTURE

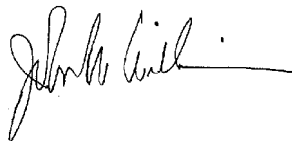
Farm Service Agency
Washington, DC 20250

Notice BU-642

For: State Offices

**Administrative Guidance for State Office FY 2003
Travel Allotments, Overtime Guidelines, and Outreach Funding**

Approved by: Deputy Administrator, Management



1 Overview

A

Background

FY 2003 State Office administrative travel allotments and overtime guidelines for Federal employees are being issued for the full FY. State Offices shall follow instructions in this notice and use the proper object class and sub-object class codes, according to 98-FI, when processing FY 2003 travel obligations.

SED's have discretion in the appropriate use of the total travel allotments issued in this notice and equipment allotments to be issued in a future AS notice. These funds may be used interchangeably. Any change between travel and equipment allotments shall be submitted to BUD, through DAFO, within 10 calendar days of the funds transfer. This notification is necessary to:

- maintain monthly reporting
- enter changes to travel and equipment allotments in the Foundation Financial Information System accounting system.

Continued on the next page

Disposal Date

October 1, 2003

Distribution

State Offices

1 Overview (Continued)

A

Background (Continued)

State-certified general appraisers' travel and per diem cost have been included in each applicable State Office FY 2003 travel allotment for persons in the 3-year appraisal program.

For FY 2003, relocation costs will not be issued to the individual State Offices. Relocation costs will be monitored and an allotment maintained by BUD.

B

Purpose

This notice:

- issues full-year FY 2003 State-controlled travel allotments for travel performed by State Offices, including State and County Office Federal farm loan personnel (Exhibit 1)
 - notifies SED's of the continued flexibility in the use of State Office travel and equipment allotments
 - provides criteria for charging certain travel to Washington-controlled State travel funds
 - emphasizes timely State Office travel document processing and monitoring actions
 - issues full-year overtime guidelines for Federal employees (Exhibit 2)
 - provides information on funding State outreach activities.
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Notice BU-642

2 Issuing Travel Allotments

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State Office

State Offices shall follow this table to issue travel allotments.

Action

Step	Action
1	Use the allotments in Exhibit 1 for all State-controlled travel , including County Office Federal farm loan personnel. Follow 98-FI for correct use of accounting and object class codes.
2	Submit written notification to BUD within 10 calendar days, through DAFO, if funds are transferred between travel and equipment allotments.
3	Remain within the amount of approved travel allotments except as provided in step 2.
4	<p>Follow strict criteria for approving the use of Washington-controlled State travel. Washington-controlled State travel funds shall only be used by Federal employees in State and County Offices for travel associated with any of the following:</p> <ul style="list-style-type: none">• travel to national meetings initiated by the National Office• special requests, such as details, task force teams, jump teams, and assisting other offices, including the National Office and Kansas City field offices• consent decree travel performed outside of the State. <p>Note: Special project code “AO11” shall be used by State or County Office Federal farm loan personnel assigned to assist another office with consent decree activities, regardless of the length of the detail. Using special project code “AO11” will assist State Offices and the National Office to identify the cost associated with consent decree travel for both State-controlled and Washington-controlled State travel.</p>
5	Each State Office shall use the DW1200 reconciliation report to monitor their State travel obligations against travel allotment levels. State Offices should review their DW1200 report to determine if there are any erroneous obligations, cancelled trips, over-obligating, final vouchers that are still showing obligations against the travel authorization. In an effort to ensure that final C-type vouchers do not continue to show excess obligations against travel authorizations, Offices shall put a “Y” in block 54, “Final Voucher Indicator”, on the travel voucher. If a “Y” is put in block 54 when processing the travel voucher, the travel authorization will expire and the funds remaining on the travel authorization will be de-obligated. Any questions or discrepancies can be directed to Rosanne Bales, Chief, Administrative Accounting Operations Branch, Financial Accounting Division, KCFO at 816-926-5603.
6	Direct questions concerning the allotments to Vernell Jones, BUD at 202-720-5149.

3 Funding Guidelines for Federal Employee Overtime

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Federal Employee Overtime

A guideline for State Office Federal employee's FY 2003 overtime is being issued to meet high workload demand.

Exhibit 2 provides a funding limitation for each State for Federal employee overtime, which cannot be exceeded without a revision approved by DAM and DAFO. A small reserve is being held at the National level. The limitation is not an allotment, but Federal overtime expended will be charged to the State in the Agency accounting system and will be monitored by BUD and DAFO.

4 Information on Outreach Activities

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Outreach Funding

Outreach activities have become a significant component of the day-to-day work of FSA.

States are authorized to spend up to \$5,000 annually for outreach activities. Funds for outreach activities will be held at the National level.

States should use their applicable State Office index code according to 98-FI, Exhibit 11 to code the appropriate documents. Funds for outreach activities are authorized for incidental costs related to rental space, external conferences, workshop registration, exhibits, and miscellaneous items (e.g. a pencil or pen with the FSA logo and website address).

State Offices should contact BUD, through the Director, Outreach Staff, at 202-720-7619 for guidance and approval if funding needs exceed the \$5,000 limit.

FY 2003 State Office Travel Allotments

FY 2003 State Office Travel Allotments

State	Travel Allotment	State	Travel Allotment
Connecticut	\$27,000	Alabama	\$250,000
Delaware	45,000	Arkansas	360,000
Maine	106,000	Florida	242,000
Maryland	85,000	Georgia	285,000
Massachusetts	48,000	Kentucky	430,000
New Hampshire	35,000	Louisiana	210,000
New Jersey	75,000	Mississippi	300,000
New York	250,000	North Carolina	350,000
Pennsylvania	250,000	Puerto Rico	194,000
Rhode Island	21,000	South Carolina	143,000
Vermont	90,000	Tennessee	330,000
West Virginia	<u>190,000</u>	Virginia	<u>310,000</u>
Northeast	\$1,222,000	Southeast	\$3,404,000
Alaska	\$113,000	Arizona	\$180,000
Idaho	245,000	California	200,000
Montana	296,000	Colorado	200,000
Nebraska	333,000	Hawaii	258,000
North Dakota	380,000	Kansas	385,000
Oregon	205,000	Nevada	90,000
South Dakota	434,000	New Mexico	175,000
Washington	255,000	Oklahoma	430,000
Wyoming	<u>130,000</u>	Texas	1,100,000
		Utah	<u>140,000</u>
Northwest	\$2,391,000	Southwest	\$3,158,000
Illinois	\$295,000		
Indiana	265,000	TOTAL	\$12,740,000
Iowa	445,000		
Michigan	250,000		
Minnesota	400,000		
Missouri	390,000		
Ohio	220,000		
Wisconsin	<u>300,000</u>		
Midwest	\$2,565,000		
<i>Dennis J. Tartano</i>		3/10/03	
Director, Budget Division		Date	

Dollar Limitations for Federal Employees Overtime

FY 2003 Guideline for Federal Employees Overtime

State	Overtime Amount	State	Overtime Amount
Connecticut	\$10,100	Alabama	\$26,300
Delaware	6,100	Arkansas	66,200
Maine	19,300	Florida	35,700
Maryland	7,500	Georgia	24,900
Massachusetts	18,900	Kentucky	87,900
New Hampshire	2,100	Louisiana	63,200
New Jersey	6,500	Mississippi	91,600
New York	66,400	North Carolina	33,800
Pennsylvania	40,000	Puerto Rico	32,100
Rhode Island	2,100	South Carolina	26,600
Vermont	14,600	Tennessee	54,600
West Virginia	<u>20,000</u>	Virginia	<u>57,100</u>
Northeast	\$213,600	Southeast	\$800,000
Alaska	\$3,600	Arizona	\$8,100
Idaho	47,800	California	44,700
Montana	49,600	Colorado	36,800
Nebraska	96,000	Hawaii	17,300
North Dakota	89,800	Kansas	104,000
Oregon	27,600	Nevada	6,400
South Dakota	91,400	New Mexico	18,600
Washington	37,900	Oklahoma	93,800
Wyoming	<u>30,000</u>	Texas	201,900
		Utah	<u>24,100</u>
Northwest	\$473,700	Southwest	\$555,700
Illinois	\$65,600	TOTAL	\$2,500,400
Indiana	77,000		
Iowa	81,900		
Michigan	96,100		
Minnesota	110,400		
Missouri	79,200		
Ohio	70,100		
Wisconsin	<u>77,100</u>		
Midwest	\$657,400		
<i>Dennis J. Tartano</i>		<i>3/10/03</i>	
Director, Budget Division		Date	